



PURCHASING AGENT

The Embassy of the United States of America, Wellington is seeking an individual for the position of Purchasing Agent.

This is a permanent full time position. The incumbent works as a member of the General Services Office and is responsible for facilitating the entire process of purchasing a wide variety of goods and services for all agencies in the U.S Mission in New Zealand and Samoa.

To be considered for this role you must have a clean, valid and full NZ driver's license, you must also be able to lift moderately heavy weights. You must have completed secondary school with at least one year's experience in a government type purchasing environment. You will also have good communication skills and be able to work in a team environment and independently. Basic computer skills and working knowledge of Microsoft Office applications is necessary.

The starting salary for this position is NZ\$44,951 per annum at trainee level, with an increase to full performance level salary of NZ\$48,261 per annum after successful completion of one year in the position.

A copy of the full job description and person specification is available at <http://newzealand.usembassy.gov/>

All employees of the US Government are required to complete full medical and security background checks.

For further information or to apply, please click the "Apply" button below.

Applications close at 5:00pm on Tuesday, 28 December 2010.

Address correspondence to:

HR Assistant
Embassy of the U.S.A.
P.O. Box 1190
WELLINGTON